

## **Renewal/Tiered Reimbursement Mailing Timeline**

### **January**

- **Manual:** Begin mailing to providers who submitted an application for an automated rating in January and February 2011.

**Manual:** Mailing to providers who accept Shares and have yet to apply to YoungStar. Include in the letter a new YS application.

### **February**

- **Manual:** Continue mailings for providers who submitted an application for an automated rating in March and April 2011. Sent on 2/15/12

**Manual:** Mailing to providers who accept Shares and have yet to apply to YoungStar. Include in the letter a new YS application. Sent on 2/15/12

### **March**

- **Check Stuffer:** Mailing to all providers notifying them that DCF will be informing parents of their YoungStar rating. If they have not applied, they will be provided a link to the YS website

**Manual:** Out-of-State/In-home providers

- Mailing to in-home providers who have applied to YS reminding them of the 5% decrease on July 1.
- Mailing to out of state providers who have applied to YS to remind them of the 5% decrease, and if they were accredited, the additional 10% decrease.
- **Automated:** Two weeks later, send a letter to parents notifying them of their YS rating and additional information regarding YS (what do the star levels mean). Parents using in-home and out-of-state providers would receive a notice if their program has not submitted a Shares form.
- **Manual:** Continue automated providers manual mailing for those that selected automated in April 2011 (127 providers).
- **Automated:** Mailing begins for providers who applied after May 1, 2011. (534 providers)

### **April**

- **Automated:** Re-application notices continue to be mailed 60 days in advance of renewal anniversary date. 351 automated selected in June, as well as ONE technical rating

## **May**

- **Automated:** Reapplication notices sent to providers 60 days in advance of renewal anniversary date

## **June**

- **Automated:** Begin 4-week warning letters for providers who have not submitted an application/ re-application, and are accepting Shares, whose anniversary date is prior to July 1, 2012. These will all be to providers who:
  - Selected an automated rating prior to July 1, 2011
  - Have not submitted an original YS application
  - Out-of-State and in-home providers who have not submitted a Shares contract
- **Automated:** Begin 3-week authorization ending for their provider letter to parents with Shares authorizations who attend a provider whose anniversary is on or before 7/1/12.